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November 17, 2015

RFP CHANGE #1

RE: Request for Proposals – **Lean Training Consulting Services**

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. What kind of internal VTrans infrastructure exists, or will exist, to support the Lean Program?
Will this be tied in with the current PIE or will something else be established?
A. The Lean Program at VTrans is within the PIE (Performance, Innovation, and Excellence) Section. The VTrans Lean Program Manager reports directly to the PIE Section Chief.
B. The training program will be overseen by the PIE Section.
2. Are the classes comprised of selected employees from all functional sections of VTrans or will the classes be conducted one department at a time?
A. There is no plan to train one department at a time. Participation may be a mix of selected employees and open registration.
3. Will the employees trained in this wave be expected to facilitate training in the future?
A. Yes, the intent is to develop internal staff capable of conducting training in the future.
4. Should Case Studies showcasing results achieved at the transportation agencies of other states and cities be included in the body of the proposal or the appendix?
A. This information may be included in an appendix that would not count towards the specified page count limit. Case study results shall be limited to two pages (1 double sided page each case study).

All other requirements as specified in the Request for Proposals shall remain unchanged.

Sincerely,

Bonnie Sanders
VTrans Contracts Specialist